

Message Text

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PAGE 01 STATE 120254
ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 SSO-00 CCO-00 NSCE-00 A-01
OC-06 CPR-01 SY-05 NSC-05 /046 R

DRAFTED BY S/S-S:DPLANTY:MP
APPROVED BY S/S:PTARNOFF
S/S-S-MR.REDDY
S- MR. SPIEGEL

-----250130Z 030942 /70
O 250050Z MAY 77
FM SECSTATE WASHDC
TO AMEMBASSY PARIS IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS R.)

SUBJECT: SECRETARY'S PARTICIPATION IN CIEC MINISTERIAL:
SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: S/S OFFICERS DONALD J. PLANTY, ROBERT PACE AND S/S SECRETARIAL ASSISTANT MARY PENSABENE WILL ARRIVE PARIS ABOARD THE SECRETARY'S AIRCRAFT MAY 29. THERE WILL BE NO RPT. NO S/S ADVANCE TEAM.

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3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULLTIME ASSISTANCE TO S/S. THIS MUST BE A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE POST AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO POST PREPARATIONS FOR THE VISIT (INCLUDING ALL SCHEDULE/SCENARIO DETAILS) AND PREPARED TO BRIEF THE S/S

TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A

COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER TO THE DEPARTMENT. SINCE THERE WILL BE NO S/S ADVANCE, LIAISON OFFICER IS REQUESTED TO PROVIDE PLANE TEAM WITH THE FOLLOWING UPON ARRIVAL:

-- SCHEDULE FOR COURIERS (TWO PER SHIFT) TO AND FROM CONFERENCE CENTER DURING SECRETARY'S PARTICIPATION AT CONFERENCE SESSIONS AND BILATERAL MEETINGS. A SEPARATE COURIER SCHEDULE BETWEEN EMBASSY AND RESIDENCE ALSO NECESSARY DURING SECRETARY'S STAY THERE.

-- 24 HOUR SCHEDULE FOR SECRETARIES (TWO PER SHIFT) WITH A THIRD SECRETARY ON CALL AT ALL TIMES. SECRETARIES AND COURIERS SHIFTS SHOULD BEGIN AT 0600 DAILY EXCEPT SUNDAY 5/29 WHEN SHIFTS BEGIN AT 0900. IF POSSIBLE, ONE OR TWO SECRETARIES SHOULD HAVE PRIOR EXPERIENCE ASSISTING S/S.
-- A COMPREHENSIVE PHONE LIST SHOULD BE PROVIDED INCLUDING

KEY NUMBERS AT THE EMBASSY, RESIDENCE, AND THE KLEBER CONFERENCE CENTER/HOTEL RAPHAEL WHERE BILATERAL DISCUSSIONS WILL BE HELD.

4. C&R SHOULD PROVIDE S/S WITH A FULL TELEGRAPHIC TAKE TO BEGIN AT 0100 PARIS TIME 5/29. S/S SHOULD BE PROVIDED WITH LIMITED OFFICIAL USE

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15 COPIES UP TO NODIS AND TEN COPIES NODIS AND ABOVE. SPECIAL CAPTION TRAFFIC SHOULD BE DELIVERED TO S/S TEAM ONLY.

5. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THIS SERVICE SHOULD START AT 0600 SUNDAY, MAY 29. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTO COPY OF THE ORIGINAL), ATTACH A ONE- OR TWO-SENTENCE SUMMARY OF EACH

STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING
COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEPAPER
AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST
PAGE OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER
WITH S/S TEAM TO ASSURE UNDERSTANDING OF PROCEDURES.
THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES OF THE LEADING ENGLISH LANGUAGE DAILIES, SUCH
AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE
AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRE-
LESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED.
US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD
ALSO BE MADE AVAILABLE. VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 25-May-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE120254
Document Source: CORE
Document Unique ID: 00
Drafter: S:DPLANTY:MP
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770185-1030
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770519/aaaaapvs.tel
Line Count: 130
Litigation Code IDs:
Litigation Codes:
Litigation History:
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Message ID: 984b498a-c288-dd11-92da-001cc4696bcc
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 02-Mar-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2371317
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S PARTICIPATION IN CIEC MINISTERIAL: SECRETARIAT STAFF REQUIREMENTS
TAGS: OVIP, (VANCE, CYRUS R)
To: PARIS
Type: TE
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